

Preparatory Meeting

Situation:

Weston Solutions, Inc. (WESTON) and its subcontractor Phillips & Jordan, Inc. (P&J) have received initial tasking from the U.S. Army Corps of Engineers (USACE) to provide debris removal and reduction services, as well as, related incidental services in connection with the May 22, 2011 tornados that caused widespread devastation across the city of Joplin, and surrounding areas. The first task order pursuant to the basic contract was issued Monday May 31, 2011 for debris removal from public right of ways (RoWs).

The second tasking will require WESTON and P&J to enter private property, for which right of entry (ROE) forms have been received, to remove eligible debris. Eligible debris shall consist of all storm derived debris, including vegetative and C&D which is free from any structures. If FEMA and the USACE determine the home or other structures are eligible, contractors may remove all material present within the property. If a home or another structure has a load supporting wall, the structure will not be eligible. If a single wall is all that remains of the structure, that wall can be taken down. Slabs, basements, and swimming pools are ineligible, although loose debris within basements and swimming pools is eligible if reachable by mechanical means.

Procedures:

Expedited Debris Removal (EDR) from Private Property:

- a. City collects the ROEs reviews and submits to FEMA
- b. FEMA reviews, approves, and submits to the USACE
- c. USACE completes check list and submits to contractor
- d. Contractor receives ROE and conducts site inspection
 - i. Pre-EDR inspection (initial assessment check list attached)
 1. Utilities
 2. Overhead lines
 3. Sewer
 4. Irrigation system
 - ii. Complete sketch
- e. Haz-Mat site inspection – upon completion of the site inspection, a certified Haz-Mat manager will coordinate and perform a full site inspection to determine if hazardous materials exist at levels considered dangerous to worker health.
- f. Pre & Post Documentation – upon completion of the pre-EDR inspection and Haz-Mat inspection, documentation team will visit and inspect and document with video and photos each and every site. This information will be administered by a documentation manager for input and cataloging.
- g. Safety Technicians – 1 safety tech will be assigned to 2 crews. Due to the nature of added hazards, bucket trucks, cranes, etc., this is necessary to assure proper procedures are followed.
- h. Hazardous materials segregation and staging – Crews shall remove and stage within the RoW all:
 - i. White goods

- ii. E-wastes
 - iii. Household hazardous waste (HHW)
 - iv. Small engines
- i. Securing personal property
 - i. Valuables – any valuables (money, jewelry, bonds, and safes) will be retrieved and placed in a secure area until such time that the local law enforcement agency is contacted to retrieve the items. Computer hard drives will be secured until such time as the EPA can retrieve for demolition and recycling.
 - ii. Firearms and ammunition- appropriate authorities will be contacted for pickup.
- j. Worker protection
 - i. ACM inspector to review material
 - ii. Monitoring – skc pumps on a representative number of personnel.
- k. Debris removal – Crews will remove all eligible debris from the property under the QA of USACE representative's guidance. Debris will be transported to the RoW where debris removal teams will load and transport to the disposal facility.
 - i. The contractor shall make every effort to utilize equipment which will not affect the property, i.e. soil compaction or rutting.
 - ii. If human remains are encountered during debris removal and collection activities, the contractor shall stop work and immediately notify the USACE and local law enforcement or government officials.
 - iii. The contractor shall not remove or disturb any historical, archeological, architectural or cultural artifacts, relic remains, or objects.
 - iv. No title property will be removed.
 - v. Stumps – removed and backfilled according to stump plan (to be developed)
- l. Remaining hazards – all holes, basements, pools, etc. will be fenced off using orange barricade fencing and "T" posts.
- m. Final site disposition will include written and photographic documentation.